



Soft Skills

Make a Successful Employee

What are Soft Skills?

Soft skills are the skills that all employees must have in order to succeed in the work place regardless of what type of job they have. Employers place a great value on these skills and if you are an employee who has them you will be considered valuable. These skills are separate from the technical knowledge that you may need on the job such as computer experience. Listed below are some of the skills needed to be considered a successful employee in whatever field you choose to work.

Interpersonal Skills & Teamwork:

Be able to communicate and work as part of a team. Think carefully before speaking. Speak clearly and confidently. Listen to another speaker. Pay attention. Don't rush or interrupt people. Ask questions for clarification. Good body language and a friendly disposition are very important. Work as a team member by recognizing differences among co-workers and work together to solve conflicts. Be cooperative at all times.

Flexibility:

There are times when you may be asked to work on special projects or fill in for absent employees. Accept these tasks willingly and positively.

Positive Attitude:

Be cheerful and think that you WILL do well.

Integrity and Honesty:

Be truthful in all you do and say.

Responsibility:

Work hard to reach your goal. Take responsibility for all you do.

Conflict Resolution:

This means you are willing to negotiate to help resolve differences of opinion and interests in a positive way.

Hygiene:

Come to work dressed appropriately, with clean clothes, teeth brushed, having taken a shower that day or at least the day before.

Willingness to Learn and Initiate:

Ask questions at the beginning of a job. People usually don't mind this if you are new. Do tasks willingly and completely. Take interest in what you are doing. Pay attention when you are learning new tasks and take notes if necessary. Accept constructive criticism.

Attendance:

This is really important to employers. This means coming to work on time, coming every day you are scheduled to work, giving notice of days off, calling in sick only when absolutely necessary and calling your supervisor if you are going to be late.

Respectful and Courteous:

Treat others as you would like to be treated. Being polite to all supervisors and co-workers will help make a pleasant work environment.

Problem Solving:

Identify the problem, evaluate all possible solutions both positive and negative, select a course of action and evaluate the outcomes.

Stress Management:

Learn to identify sources of stress both on and off the job. Build a network of supports for addressing stress. So not take on more than you can handle.

Substance Free:

Employers will not tolerate substance abuse on the job or employees who are under the influence of any substance. It is usually grounds for dismissal.

Keep Your Work Area Neat:

This will help you to keep organized in a new environment.